# **City of Tempe**



Community Services Department · Escalante Community Center · 2150 E. Orange Tempe, AZ · (480) 350-5814 · TDD (480) 350-8400

## **Temporary Employment Opportunity**

### **Toddler Art Instructor**

City of Tempe / Community Services Department / Escalante Community Center

Opening Date: December 17, 2012

Closing Date: Until needs are met.

**Hourly Wage:** \$20 hour (per class, contract services)

Work Schedule: 9am-11am; Tuesday's, Wednesday's, Thursday's and Friday's

This is a temporary, non-benefitted position.

#### **Experience & Training:**

• Requires background experience, college coursework, and/or working knowledge of classroom instruction with parents and toddlers in a classroom setting.

#### Licenses/Certifications:

• First aid and CPR certification (desired, but not required)

#### **Essential Job Functions:**

- Teach parents and adults how to create make-it and take-it class projects;
- Develop a 4-8 week art instruction curriculum;
- Supervise class participants; ensure class is safely conducted;
- Willingness to grow customer base and assist marketing classes;
- Generate teaching environment for student's levels and abilities;
- Maintain set-up and clean-up of facility and supplies;
- Communicate with supervisor and track attendance;
- Attend orientation, training and meetings, as needed.

#### **Applicant Requirement:**

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization. Employment application must be completed in its entirety.

#### Selection Criteria:

Applicants whose experience and training are most closely suited to the needs of the City of Tempe will be selected for an interview. Interviewers will assess applicant's knowledge, skills and abilities as they relate to the job functions specific to the position.

Submit Application to:	For questions, please contact:
City of Tempe	Dolores Johnson,
Escalante Community Center	Senior Social Services Coordinator
Attn. Dolores Johnson	Phone: (480) 350-5814
2150 E. Orange Street	Fax: (480) 350-5815
Tempe, Arizona 85281	Email: dolores_johnson@tempe.gov